

**APPENDIX C – GRIEVANCE FORM**

**GRIEVANCE FORM**

**NEGOTIATED AGREEMENT – ARTICLE X. GRIEVANCE**

**Grievant Information**

Grievant Name\_\_\_\_\_

Grievant Department\_\_\_\_\_

Date Grievance Occurred\_\_\_\_\_

STEP 1. Informal conference with Dean No\_\_\_\_\_ Yes\_\_\_\_\_

(if yes, name of Dean and date of conference) \_\_\_\_\_

Request for Grievance STEP 2\_\_\_\_\_ 3\_\_\_\_\_ 4\_\_\_\_\_ (check one)

**Statement of Grievance**

Give a concise statement of the interpretation or application of the Negotiated Agreement being grieved.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Resolution**

Specify the resolution being sought through the grievance.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Previous Decisions**

State all decisions previously made concerning the grievance, specifying the step, decision, date and who made the decision.

STEP 1. Informal conference with Dean

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

Decision: \_\_\_\_\_

\_\_\_\_\_

STEP 2. Conference with Vice President for Instructional Services

Date: \_\_\_\_\_

Vice President for Instructional Services: \_\_\_\_\_

Decision: \_\_\_\_\_

\_\_\_\_\_

STEP 3. Conference with President

Date: \_\_\_\_\_

President: \_\_\_\_\_

Decision: \_\_\_\_\_

\_\_\_\_\_

**Grievant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Received by Vice President,  
President, or Board of Trustees** \_\_\_\_\_ **Date** \_\_\_\_\_

\*Distribute one copy each: Administrator, GC3 Educator's President, and Grievant

## **APPENDIX D – FACULTY ADMINISTRATIVE EVALUATION FORM**

### ***Garden City Community College Faculty Administrative Evaluation***

**Faculty:**  
**Department:**

**Date:**

|                                              |                                 |                               |                                      |                                       |                           |
|----------------------------------------------|---------------------------------|-------------------------------|--------------------------------------|---------------------------------------|---------------------------|
| <b>5</b>                                     | <b>4</b>                        | <b>3</b>                      | <b>2</b>                             | <b>1</b>                              | <b>NA</b>                 |
| <b>Strongly<br/>Exceeds<br/>Expectations</b> | <b>Exceeds<br/>Expectations</b> | <b>Meets<br/>Expectations</b> | <b>Nearly Meets<br/>Expectations</b> | <b>Does Not Meet<br/>Expectations</b> | <b>Not<br/>Applicable</b> |

| 5                        | 4                        | 3                        | 2                        | 1                        | NA                       |                                                                                                                                                                                                                                                                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Teaching: The instructor exhibits dedication to work inside the classroom, including but not limited to quality teaching and learning and willingness to seek continuous improvement through professional development.                                                   |
|                          |                          |                          |                          |                          |                          | <i><b>Comments:</b></i>                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Service: The instructor exhibits commitment to the institution outside the classroom, including but not limited to committee work, assessment, program review, curriculum development, and support for academic and non-academic programming throughout the institution. |
|                          |                          |                          |                          |                          |                          | <i><b>Comments:</b></i>                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Professional Interaction: The instructor exhibits people and situational awareness, including but not limited to showing empathy toward colleagues, demonstrating active listening, and awareness of how words and actions impact others.                                |
|                          |                          |                          |                          |                          |                          | <i><b>Comments:</b></i>                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Humility: The instructor is humble in her/his approach to work, including but not limited to willingness to collaborate, share credit, seek help or advice, admit mistakes, and work for the good of the college.                                                        |
|                          |                          |                          |                          |                          |                          | <i><b>Comments:</b></i>                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reporting Duties: The instructor exhibits diligence in completing forms, grading, assessment requirements, and other reporting obligations.                                                                                                                              |
|                          |                          |                          |                          |                          |                          | <i><b>Comments:</b></i>                                                                                                                                                                                                                                                  |

*Summary of comments*

*Recommendations*

*Recommendations by GCCC Administrator*

- ☐ I recommend that this instructor continue as full-time faculty.
- ☐ I do not recommend that this instructor continue as full-time faculty.

Employee’s signature indicates the employee has read the evaluation. It does not necessarily indicate agreement of the contents. The employee is welcome to add written comment or prepare a response to the evaluation which will be filed in the employee’s file as part of this evaluation.

|                                 |                    |
|---------------------------------|--------------------|
| _____                           | <b>Date:</b> _____ |
| <b>Faculty Signature</b>        |                    |
| _____                           | <b>Date:</b> _____ |
| <b>Division Chair Signature</b> |                    |
| _____                           | <b>Date:</b> _____ |
| <b>Dean Signature</b>           |                    |
| _____                           | <b>Date:</b> _____ |
| <b>VPI Signature</b>            |                    |